

## Membership Balance Plan for the Hispanic Council on Federal Employment

1. **Committee's Official Designation (Title).** The Hispanic Council on Federal Employment
2. **Authority.** Director of the U.S. Office of Personnel Management under the Federal Advisory Committee Act, as amended (5 U.S.C. App.), in accordance with the guidelines that have been issued by the Administrator of General Services, as well as 5 U.S.C. 1103(a)(7), 1104(b)(2), and 7201(c).
3. **Mission/Function.** The purpose of the Council is to provide recommendations the Director of OPM on the implementation of leading employment practices in an effort to remove any unnecessary barriers to the recruitment, hiring, retention and advancement of Hispanics in the Federal workplace.
4. **Points of View.** The Council shall provide recommendations to the Director of OPM on the implementation of initiatives involving the recruitment, hiring, and advancement of Hispanics in the Federal workforce. Its activities shall include, to the extent permitted by the law:
  - a) Reviewing leading practices in strategic human resources management planning;
  - b) Providing advice on ways to increase outreach to Hispanic communities, with a focus on Veterans, students, and people with disabilities;
  - c) Recommending any further actions, as appropriate, to address the underrepresentation of Hispanics in the Federal workforce where it occurs;
  - d) Recommending any further actions, as appropriate, to promote successful retention and advancement efforts including training of department and agency personnel;
  - e) Implementing recommendations for innovative ways to improve the dissemination of information about Federal employment to the Hispanic communities; and
  - f) Recommending any further actions, as appropriate, to address the underrepresentation of Hispanics in the Federal workforce where it occurs.
5. **Other Balance Factors:** The Council members will represent various perspectives from Hispanic organizations that have experience in working on Federal employee, Hispanic student, Veterans, persons with disabilities and/or employment issues affecting Hispanic communities, while other Council

members will provide technical expertise regarding strategic human resources management planning and the merit systems principles.

The Director of OPM may also designate other members of the Council. Such additional members may include, but are not limited to:

- (1) The Chief Human Capital Officers of other Executive agencies; and
- (2) Members who are designated on an *ex officio* basis and who may be invited to contribute to projects, as particular skills and expertise are needed.

**6. Candidate Identification Process.** The following process was used to identify candidates for the Council:

- a) OPM conducted a search of relevant Hispanic organizations that have experience in working on Federal employee, Hispanic student, Hispanic Veteran, persons with disabilities and/or employment issues affecting Hispanic communities. These organizations were determined to be directly affected, interested and qualified to serve in an advisory capacity to address the concerns of Hispanic underrepresentation in Federal employment, as well as in management and the Senior Executive Service.
- b) The key persons involved in evaluating the Council's balance included: the Director of the U.S. Office of Personnel Management and the Chief of Staff, Office of the Director, U.S. Office of Personnel Management. If any Council vacancy occurs, OPM will not replace the member due to the short duration of the Council.
- c) Membership term limits will be for the life of the Council.

**7. Subcommittee Balance.** The process for determining Council member balance on subcommittees is the same as the process for the parent Council.

**8. Other.** None.

**9. Date Prepared. February 1, 2017** -- FACA Committee # 76818 -- //rjt//